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TOWN OF NEW WINDSOR
209 High Street - P. O. Box 609
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November 1st, Town Council Minutes

Present: The November 1st, 2023, Town Council meeting was attended by, Mayor Neal Roop, Vice-Chair and Councilwoman Kimberlee Schultz, Councilmembers, David Hoffman, Thomas Gubernatis Jr. Kevin Cornick and William Holl. Also, in attendance at 209 High Street were: Town Attorney Ostrander, Town Clerk Mangus and Town Manager Dye.

Call to Order: Town Council Meeting was called to order by Mayor Roop at 7:00 p.m.

Pledge of Allegiance: Mayor Roop led the Pledge of Allegiance.

Recording and Agenda Policies: Mayor Roop stated that the Town Meeting is recorded by electronic means and that the meeting will follow an Agenda. Anyone who wished to have a matter placed on the agenda needed to submit the topic to Mayor Roop in writing by the last Wednesday of the month, by the close of the business day, which is 3:00 p.m. These items will be reviewed for approval.

FGS 5K Check Presentation: Presented Donna Devilbiss of Caring Carroll and Craig Beyer of Westminster Road Runners Club a donation of \$1,740.50 each from the 3rd annual FGS Memorial 5K.

Previous Meeting Minutes: A motion by Councilmember Cornick to approve the October 4th 2023, minutes. It was 2nd by a motion from Councilmember Gubernatis and approved by a vote of 5-0.

Mayor Report:

Mayor Roop attended many meetings/events both in person and virtual to discuss and represent the Town of New Windsor. Meeting and events include but are not limited to the following...

- Attended MOTM
- Attended FGS 5K Memorial Run
- Attended Heidelberg Material Community Meeting and Dinner
- Coordinated with Councilmember Cornick for December Student Shadow Meeting
- Reached out to Secretary of Housing and Community Development Jacob Day to tour the Dielman Inn
- Reached out Governor Moore's office to tour New Windsor
- Coordinated bench dedication for Wayne Blackston at the Tree Lighting
- Lions Club Halloween Party

Council Reports:

Community Enhancement: Councilmember Thomas Gubernatis Jr.

- Nothing to report at this time.

Public Works: Councilmember Dave Hoffman

- Public Works was at MOTM and FGS 5K set up.
- Bulk Trash was held on October 14th with 2 dumpsters filled.
- November 6th starts leaf pickup.
- Planning Commission completed the review of the master plan and is currently waiting on the County for some additional numbers. Next meeting is November 27th at 6pm.

Water & Sewer: Councilmember William Holl –

- Continuation of MD-31 project.
- Water leak on October 26th, tanks took 2 days to restore
- New RFP for meter alterations

Public Safety and Health: Councilmember Kevin Cornick

- Thank you for everyone's hard work on MOTM.
- Working on getting Students for the December shadow Town Council Meeting.
- November 3rd meeting set up with Diana Ray to help fight against addition.

Economic Development: Councilmember Kimberlee Schultz

- Attended Heidelberg Material Community Meeting and Dinner
- Carroll County Downtown Group meeting on October 17th, small business passports are ready.
- Currently updating Town Business on our website.
- HSP has funds for utility assistance.

Community Deputy McGinnis:

- 23 calls resulted in 5 reports.

West Carroll Recreation:

- Not in attendance.

Fire Chief Report:

- Please make sure to clean your chimneys properly.

Public Works Director Myers Report:

- MD-31 Update
 - few utility crossing issues and abandoned services.
 - Mid-Atlantic working with residents/business to minimize service interruptions to under 3 hours.
- Snaders Booster Station
 - Received 2 bids to replace the pumps and components.
 - DPW recommendation is Com-Bro Contracting.
 - Station designed with 3 pumps currently only 2 working at half capacity.

Code Enforcement Officer:

- Nothing new to report.

Town Manager Dye's Report:

- MD-31 Water Main Updates:
 - Change order #2 for \$121,175 for the extension of the new 8" water line further down Main St. to Church Street has been finalized and approved.
 - Installation on Springdale Road should be complete by the end of the week.
 - On October 26th water main break from Church Street to Main Street/MD-31.
 - This water main will soon be taken out of service once the new water main is installed.
- Blue Bridge Pump Station Upgrade
 - Advertisement for bids was submitted and ran on 10.26.23 and 11.2.23 via Carroll County Times.
 - Pre-Bid meeting is 11.9.23 at 10am.
 - Bids due 12.15.23 at 10am.
- Agricultural Preservation of Town Farms
 - Carroll County's goal is to preserve 100,000 acres of agricultural land.
 - Town owned farms on Bowersox Road and Dennings Road are potential properties.
 - Could be lucrative investment for the Town to generate revenue and protect water resources.

Clerk-Treasurer's Mangus's Report:

- Our Auditors filed the uniform financial report with the state on 10.30.23 in compliance with the November 1st deadline.
- November 23rd we will have an estimated \$215,775.89 mature with Woodsboro Bank.

Water-Sewer Billing Clerk Report:

- Nothing to report at this time.

New Business:

- Town Christmas Tree
 - Tree lighting on Sunday December 3rd, starting 6pm
 - Councilmember Cornick will be reaching out to Sewell's Tree Farm in Taneytown
- Booster Station Bids
 - Com-Bro Contracting \$94,400.00 eta of 12 weeks, DSI Inc \$102,222.25 eta of 41 weeks
 - ARPA funds to be used.

A motion by Councilmember Holl to approve Com-Bro Contracting's bid of \$94,400.00 of ARPA funds for the Booster Station. It was 2nd by a motion from Councilmember Schultz and approved by a vote of 5-0.

Old Business:

- 2023 F-250 Pickup Truck Purchase from Crouse Ford
 - 2023 Ford F-250 Super Cab for \$54,040.00

A motion by Councilmember Shultz to approve the purchase of the 2023 F-250 Super Cab for \$54,040.00. It was 2nd by a motion from Councilmember Cornick and approved by a vote of 5-0.

- Enterprise Fund Capital Projects
 - 6-year capital project spreadsheet
 - Projects earmarked for ARPA funding.
 - ARPA funds must be obligated by 12.31.24 and spent by 12.31.26

Resident's Concern:

- None at the time.

Announcements:

- December 3rd at 6pm Tree Lighting at Fountain Park
- Lions Club meeting next Wednesday
- Mayor on the Square food drive November 18th from 9am to 4pm at Fountain Park.

The Town Council meeting was motioned for adjournment at 8:05p.m. by Councilmember Holl 2nd by Councilmember Gubernatis and approved 5-0.

Respectfully submitted, Dana Mangus, Town Clerk/Treasurer